

# PeopleSoft

## Printing the State Detailed Deduction Report

August 21, 2006



### REQUESTING A DETAILED DEDUCTION REPORT

Use the following navigation to 'State Detailed Deduction Report' and select 'Add a New Value'; if you have run this report before you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>State Detailed Deduction Report.

**State Detailed Deduction Rpt**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

**Find an Existing Value** **Add a New Value**

  
**Search by:** Run Control ID begins with   
☐ Case Sensitive  

**Search** [Advanced Search](#)

  
[Find an Existing Value](#) | [Add a New Value](#)

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

**State Detailed Deduction Rpt**  

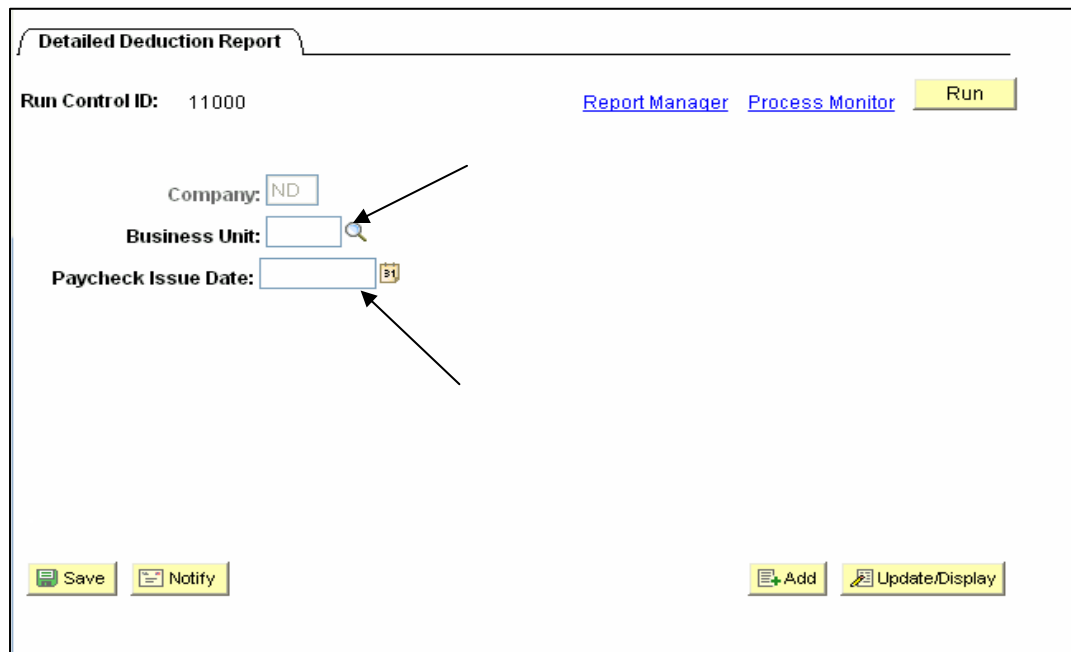
**Find an Existing Value** **Add a New Value**

  
**Run Control ID:**   

**Add**

  
[Find an Existing Value](#) | [Add a New Value](#)

On the following screen the company should be 'ND'. You will then enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access) and enter the supplemental payroll paycheck issue date (ex. The February paid March supplemental date would be 03/10/2006) you wish to print. This report can be run for current or prior months. Then Click 'Run'.



**Detailed Deduction Report**

Run Control ID: 11000 [Report Manager](#) [Process Monitor](#) [Run](#)

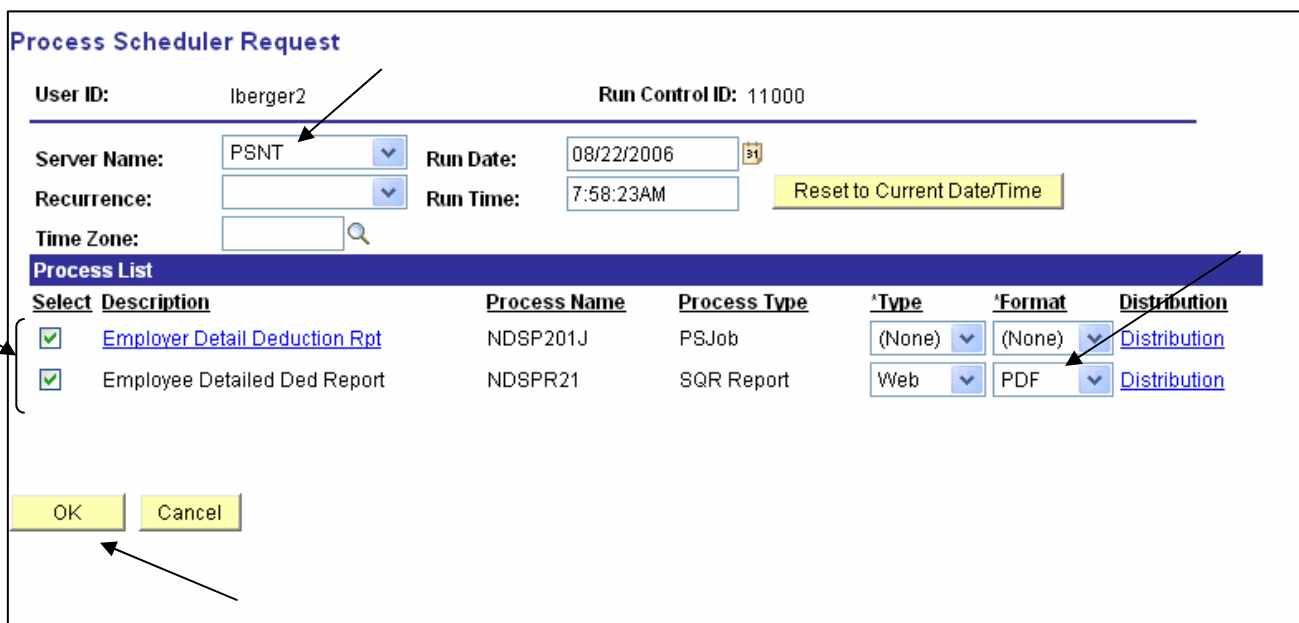
Company: ND

Business Unit:

Paycheck Issue Date:  31

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

The following screen shows the parameters for the report. The Server Name should be PSNT. There are 2 reports; the employer and the employee deductions. If you would like to run both reports then you will need to check both boxes. If you only need one of these reports then only check the appropriate box. The Employer Detail Deduction Rpt is a job and the Type and Format should be left at (None). The Employee Detailed Deduction Rpt is formatted to show best in adobe PDF format, so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.



**Process Scheduler Request**

User ID: lberger2 Run Control ID: 11000

Server Name: PSNT Run Date: 08/22/2006 31

Recurrence: Run Time: 7:58:23AM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Employer Detail Deduction Rpt	NDSP201J	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input checked="" type="checkbox"/>	Employee Detailed Ded Report	NDSPR21	SQR Report	Web	PDF	<a href="#">Distribution</a>

[OK](#) [Cancel](#)

When returned to this screen, click on 'Process Monitor' to view the status of the report running.

Detailed Deduction Report

Run Control ID: 11000
[Report Manager](#)
[Process Monitor](#)

Company: 
Business Unit: 
Paycheck Issue Date:

At this Process Monitor screen, click on 'Refresh' periodically until the 'Run Status' of both processes shows 'Success'. Then click on 'Details' for Process NDSPR21 to see the Employee Detailed Deductions. To see the Employer Detailed Deductions (Benefits) you need to click on the Process Name NDSP201J.

Process List [Server List](#)

View Process Request For

User ID: 
Type: 
Last:  Days

Server: 
Name: 
Instance:  to

Run Status: 
Distribution Status: 
☒ Save On Refresh

Process List

Customize | Find | View All | First 1-6 of 6 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	379947		SQR Report	NDSPR21	Iberger2	08/22/2006 8:22:11AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	379944		PSJob	<a href="#">NDSP201J</a>	Iberger2	08/22/2006 8:22:11AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	379942		SQR Report	NDSPR21	Iberger2	08/21/2006 2:59:36PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	379939		PSJob	<a href="#">NDSP201J</a>	Iberger2	08/21/2006 2:59:36PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	379938		SQR Report	NDSPR21	Iberger2	08/21/2006 12:04:07PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	379934		Crystal	NDSHR010	Iberger2	08/21/2006 10:22:33AM CDT	Success	Posted	<a href="#">Details</a>

[Go back to State Detailed Deduction Rpt](#)

[Process List](#) | [Server List](#)

Once you click on the Process Name NDSP201J you will be taken to the Process Detail screen, click on third link, NDSPR201 Success.


**Process Detail**


**Process Name:** NDSP201J Refresh


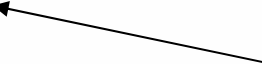
**Main Job Instance:** 379944

Left | Right

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 [379944 - NDSP201J Success](#)

 [379945 - NDSP201S Success](#)

 [379946 - NDSPR201 Success](#) 

Return

Click on the 'View Log/Trace' link on this screen.

**Process Detail**

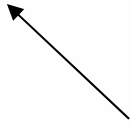
**Process**

<b>Instance:</b> 379946	<b>Type:</b> Crystal
<b>Name:</b> NDSPR201	<b>Description:</b> Employer Detailed Ded Report
<b>Run Status:</b> Success	<b>Distribution Status:</b> Posted

**Run** **Update Process**

<b>Run Control ID:</b> 11000	<input type="radio"/> Hold Request
<b>Location:</b> Server	<input type="radio"/> Queue Request
<b>Server:</b> PSNT	<input type="radio"/> Cancel Request
<b>Recurrence:</b>	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

**Date/Time** **Actions**

<b>Request Created On:</b> 08/22/2006 8:25:36AM CDT	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 08/22/2006 8:22:11AM CDT	<a href="#">Message Log</a>
<b>Began Process At:</b> 08/22/2006 8:28:21AM CDT	Batch Timings
<b>Ended Process At:</b> 08/22/2006 8:28:38AM CDT	<a href="#">View Log/Trace</a> 

OK Cancel

Click the report name below to view the report. The report name should end with “.PDF”.

**View Log/Trace**  
**Report**  
**Report ID:** 945      **Process Instance:** 379946      [Message Log](#)  
**Name:** NDSPR201      **Process Type:** Crystal  
**Run Status:** Success  
 Employer Detailed Ded Report  
**Distribution Details**  
**Distribution Node:** REFNODE      **Expiration Date:** 10/21/2006  
**File List**  

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	0	08/22/2006 8:28:38.577000AM CDT
<a href="#">NDSPR201_379946.PDF</a>	102,734	08/22/2006 8:28:38.577000AM CDT
<a href="#">pssqltrace.trc</a>	490	08/22/2006 8:28:38.577000AM CDT

**Distribute To**  

Distribution ID Type	Distribution ID
User	Iberger2

Return

The report, shown in part below, may be saved wherever you prefer to store it or printed at your own printer.

**State of North Dakota**  
**Detailed Deduction Report - Employer Contribution**

**Business Unit:** 10100      **Deduction Code:** P10102      **Check Date:** March 2004  
**Department Id:** 101      Dakota Plan PPO/Basic

Employee Id	Name	Tax Class	Month to Date	Quarter to Date	Year to Date
1010001	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010002	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010003	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010004	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010005	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010006	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010007	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010008	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010009	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010010	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010011	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010012	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010013	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010014	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010015	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010016	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010017	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010018	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010019	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10
1010020	Chapman, Thomas R	Non-Taxable Benefit	488.70	1,466.10	1,466.10

15 Employees Participating      Total MTD:

Once you have printed the first report and if you need to print the other one you will need to go back to the process monitor and click on ‘Details’ on the second report. You will then need to follow the steps above to view or print the second report.